



The Stonebridge School

Remote Learning Policy



Approved by: THE GOVERNING BOARD

Date: November 2020

Last reviewed on: November 2020

Next review due by: November 2021

Contents

1. Aims	3
2. Roles and responsibilities	3
3. Who to contact	7
4. Data protection	7
5. Expectation	8
6. Safeguarding	8
7. Monitoring arrangements	8
8. Links with other policies.....	9
Appendix 1.....	9
Appendix 2.....	11
Appendix 3.....	13
Appendix 4.....	15
Appendix 5.....	16



1. Aims

This remote learning policy for staff aims to:

- ☒ Ensure consistency in the approach to remote learning for children who are not in school
- ☒ Set out expectations for all members of the school community with regards to remote learning and the use of the J2E platform for home learning
- ☒ Provide appropriate guidelines for data protection
- ☒ Provide clarity in the work from home expectation for all staff in the support of the core purpose of our school, Teaching and Learning.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, all teachers must be available between 9.00 am and 4.00 pm

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When providing remote learning, teachers are responsible for:

1. **Setting Work**
2. **Providing Feedback on Learning**
3. **Keeping in touch with children who are not in school and also their parents**
4. **Attending virtual meetings with staff, children and parents**

SETTING WORK

- o YTLs are responsible for ensuring that the year group team delivers a broad and balanced curriculum reflective of the school based offer.
- o A broad and balanced curriculum (reflecting the intended school based curriculum) will be delivered by all teachers and at times will be supported by support staff
- o English and Mathematics will be delivered virtually unless inappropriate; i.e. EYFS
- o The Foundation Subjects will be uploaded to J2E with links where relevant
- o Core Subjects learning will be outlined at the beginning of the week, and lessons provided daily. Foundation subjects will be uploaded to J2E according to the task and year group. Active Learn and Mathletics will be regularly updated and monitored.
- o Work will be uploaded onto J2E and the school website.
- o YTLs will ensure that overviews are sent to the ICT Team to be uploaded to the website.
- o YTLs will co-ordinate with the teachers in their team to ensure consistency across the year group and to make sure children with limited access to devices can still complete the learning

PROVIDING FEEDBACK ON LEARNING

- o children can complete learning on J2E or upload photographs. Teachers will comment on work received.
- o The feedback will range depending on the age of the children and the task set.

KEEPING IN TOUCH WITH CHILDREN WHO ARE NOT IN SCHOOL AND THEIR PARENTS

- o All children are expected to attend daily zoom lessons. The teacher will keep a register of those children in attendance.
- o Those children that are not able to join the Zoom will receive a phone call from the class teacher. Teachers are expected to have regular contact with children in their class, teachers should also make contact via email if they cannot be contacted by phone.
- o Teachers should report 'non- attendance' to the Head Teacher. Likewise, if they are having difficulty contacting a family as it may be a safeguarding issue. Contact with families should be made at least once a week either face to face or by phone.
- o All zoom meetings should be made using the teacher's school email address. Phone calls can be made from the teacher's personal phone but teachers should 'block' their number or use the school phone where relevant.
- o all phone calls should be made between the hours of 9.00 and 5.30 pm. In exceptional circumstances a call can be made outside these hours; e.g. if contact has been attempted a number of times within the specified hours or you know the parent's availability outside these hours.
- o complaints or concerns shared by parents and children should follow school procedures. If the concern is of a safeguarding nature, then staff members should follow the safeguarding policy. Email safeguarding@stonebridge.brent.sch.uk if you cannot contact the DSL on phone, which must be the first point of contact. Please do not identify families in unsecure emails.
- o Children are expected to follow the school's Home Learning Policy and Behaviour policy. Teachers should keep a track of children failing to complete work.

ATTENDING VIRTUAL MEETINGS WITH STAFF, CHILDREN AND PARENTS

- o Teachers should be dressed as if they were attending work. However, they should consider being comfortable as they will be sitting in front of a screen for extended periods of time.
- o Children should be dressed in school uniform or casual clothing (tracksuit or jeans and a t-shirt). Children should not be partially dressed (vest or no top) or in nightwear.
- o Others in the household, including toddlers, in view of the camera must also be dressed appropriately.
- o Locations for the Zoom lessons where possible should have preferably no or very little background noise the background should be plain with nothing inappropriate in the background – child with back to a wall is suitable. If there are young children in the house they should be occupied quietly as possible. A responsible adult should be present in the house at all times.

- o Zoom meetings cannot take place in a public space e.g. on the bus or in a café as this compromises children's privacy and GDPR.

2.2 Learning and Teaching Assistants (LATAS)

Learning and Teaching Assistants will assist with remote learning and must be available between 9.00 am and 4.00 pm. Staff will need to be available for the weekly Year Team Meeting and weekly Staff Meeting.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

LATAs may be required to support children who are not in school and assist with remote learning by:

- o by attending Zoom lessons
- o By calling children to follow up a lesson that took place earlier in the day

2.3 Subject Leaders

Alongside their teaching responsibilities, Subject Leaders are responsible for:

- Considering whether any additional resources will be needed to accommodate remote learning, for examples websites or videos
- monitoring the provision in their subject area – planning, content of offer, outcomes of children
- Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set at manageable intervals.

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school – The Deputy Head Teacher responsible for Teaching and Learning to lead on this.
- Monitoring the effectiveness of remote learning – through regular staff meetings, Year Team meetings and CPD, reviewing learning set or reaching out for feedback from children and parents
- Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- Monitoring the provision for vulnerable children (those with an EHCP or who have a social worker or other known vulnerabilities)
- Following up the attendance and contact with all pupils at the school whilst they are at home.
- Following up the work from home records and contact records kept by all members of staff working from home.

2.5 Designated safeguarding lead and Safeguarding Team (DDSL's)

The DSL is responsible for ensuring that the safeguarding team:

- ☒ Responds to all referrals in a timely manner
- ☒ Liaises with the teachers of children with Social workers for regular updates and keeps in contact with the family additionally where appropriate
- ☒ Continue to be a key professional in safeguarding meetings which may take place virtually where appropriate.

2.6 IT staff

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of remote learning systems and flagging any data protection breaches to the data protection officer
- Assisting children and parents with accessing the internet or devices
- Setting up communication folders for the school
- Responding to any technical initiative which may be put in place by the Local Authority or the Government.

2.7 Pupils and parents

Staff can expect children learning remotely to:

- Be contactable during the school day – although consider they may not always be in front of a device the entire time
- Attend lessons during the specified times; i.e. be punctual
- Complete work to the deadline set by teachers
- Seek help if they need it, from teachers or Learning and Teaching Assistants
- Alert teachers if they are not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise cannot complete work
- Seek help from the school if they need it – including if they are struggling due to change in circumstances
- Be respectful when making any complaints or raising concerns.
- Ensure that the school' expectation of behaviour is adhered to

2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

- o Issues in setting work – talk to the relevant YT leader or Subject Leader or SENCO
- o Issues with behaviour – talk to the YT Leader or DSL
- o Issues with ICT – talk to ICT team
- o Concerns about GDPR – talk to the School Data Protection Lead
- o Concerns about safeguarding – talk to the DSL or DDSL
- o Issues with their own workload or wellbeing – talk to their line manager

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- Access data, via VPN or cloud based APPs (TT, NFER, No More Marking)

4.2 Processing personal data

Staff members may need to collect and/or share personal data such as email addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online. Staff should use the created email folders so email addresses of parents and/or staff are not shared. They should use BCC for emails to protect parents and staffs email addresses.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates
- Follow the expectations of the Digital Safety/Social Media and Acceptable Use of Property Policy for The Stonebridge School, which has been signed by all staff.

5. Expectations

- o Appendix 1 & Appendix 2 outline the expectation of Work from home and Work from School in the support of remote learning – these expectations are in relation to a Bubble Closure or whole school closure or in relation to Individual children self-isolating or a member of staff self-isolating and therefore working from home.
- o Different scenarios will require different emphasis and staff are expected to be adaptable in order that whatever the circumstances we can all ensure the core purpose of our school – Teaching and Learning- is supported by all.
- o Appendix 3 outlines the support that will be offered to individual children who may be required to self-isolate for 14 days following medical advice. It is important that this does not impact the consistency of their learning. Appendix 3 outlines the tasks that need completing in order to ensure this consistency.

6. Safeguarding

Refer to the updated Safeguarding Policy 2020 and the content of KCSiE 2020.

For any safeguarding concerns please contact the Safeguarding Team in a timely manner and follow the school procedures at all times

7. Monitoring arrangements

This policy will be reviewed regularly and updates added where appropriate to reflect changes in Government Policy and procedures and the position of the school. The DH responsible for Teaching and Learning is responsible for ensuring that the policy is up to date and reflects current guidance, expectations and procedures. The Policy will be approved by the full governing board annually and changes to the policy will be brought to their attention.

8. Links with other policies

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child protection policy and Addendum 1 of this policy "COVID 19 – Safeguarding and Child Protection at Stonebridge School"
- Data protection policy and privacy notices
- Home-school agreement
- Digital Safety/Social Media and Acceptable Use of Property Policy
- E- safety policy

APPENDIX 1 – WORK FROM HOME EXPECTATIONS – TEACHING STAFF

The following outlines the tasks that teaching staff will be expected to undertake if they are required to work from home. Alterations may be made dependent on role and responsibility. Teaching Staff must at all times adhere to the content of The Stonebridge School Remote Learning Policy. Staff may also at times be expected to work from school and their teaching for the day will be covered or depend on the J2E offer only.

KEEP REGULAR CONTACT WITH PUPILS :	<ul style="list-style-type: none"> • Phone Calls Home • Feedback to Learning • Zoom Lessons • Home Learning Offer • Emails to home email address
GENERAL CONTACT	<ul style="list-style-type: none"> • Initial letter from year group outlining the learning offer and the expectation • Sharing the 5 Golden Rules to remote Learning • Initial Meeting with parents (Year Grp and SST member)
MONITORING ATTENDANCE, CONTACT & COMPLETION OF HOME LEARNING	<ul style="list-style-type: none"> • Monitoring Register for each class • Register must include attendance at Zoom Lessons, completion of home learning tasks, contact
LEARNING OFFER UPDATED AND CHECKED WEEKLY	<ul style="list-style-type: none"> • Weekly Learning Offer with coverage of all curriculum areas • Resources on Active Learn updated regularly • Monitoring of the use of Active Learn and Mathematics • Feedback to children via J2E and family via email where appropriate
LESSONS BY ZOOM	<ul style="list-style-type: none"> • 2 zoom lessons to take place each day (English & maths) • Additional small group lesson daily • Weekly catch up PSHE lesson with class
PLANNING	<ul style="list-style-type: none"> • Planning Expectations remains in place. • Planning should be in the correct planning folder at the start of the week. • Timetable for the week (per Yr Group) to be

	sent to HT / DH before the start of the week.
ADDITIONAL CURRICULUM OFFER	<ul style="list-style-type: none"> ▪ Subject Specialist teachers to support children's learning during PPA (Art/DT & PE) ▪ Monday & Friday Assembly to take place on Line
CONTINUING PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> ▪ PPA session for class teachers to take place at the same time ▪ EDUCARE / NOS / TNC online training offer ▪ Attend planned CPD courses and complete school based evaluation ▪ Staff Meetings / CPD / YTM / SST – will take place at the same time and full attendance expected. ▪ YTL to keep in regular contact with their whole team ▪ SST to keep in contact with staff, Subject Leaders, Year team leaders
GENERAL ORGANISATION	<ul style="list-style-type: none"> ▪ Follow working hours unless has been altered and communicated to you ▪ Fulfil the same tasks and your job description to the fullest ▪ Support members of staff in their trying to deliver the same service with reduced capacity and range of challenges. Be adaptable. ▪ Ensure all communication is conducted in a timely manner ▪ Ensure that the site is safe and all COVID-secure steps outlined in the COVID-19 RA are followed closely. ▪ Report any concerns: <ul style="list-style-type: none"> o of a safeguarding nature to the DSL/ DDSL o in relation to the site to the site team o in relation to an admin nature to the admin team o in relation to ICT and technology to the ICT team

APPENDIX 2 – WORK FROM HOME EXPECTATIONS – NON- TEACHING STAFF (CLASS BASED)

The following outlines the tasks that class based non-teaching staff will be expected to undertake if they are required to work from home. Alterations may be made dependent on role and responsibility. All non-teaching Staff must at all times adhere to the content of The Stonebridge School Remote Learning Policy. Non-teaching staff will also be expected to work from school when required.

KEEP REGULAR CONTACT WITH PUPILS IN CONJUNCTION WITH CLASS TEACHER :	<ul style="list-style-type: none"> • Phone Calls Home • Feedback to Learning • Zoom Lessons • Home Learning Offer • Emails to home email address
GENERAL CONTACT	<ul style="list-style-type: none"> • Sharing the 5 Golden Rules to remote Learning
MONITORING ATTENDANCE, CONTACT & COMPLETION OF HOME LEARNING IN CONJUNCTION WITH CLASS TEACHER	<ul style="list-style-type: none"> • Monitoring Register for each class • Register must include attendance at Zoom Lessons, completion of home learning tasks, contact
LEARNING OFFER UPDATED AND CHECKED WEEKLY IN CONJUNCTION WITH CLASS TEACHER	<ul style="list-style-type: none"> • Weekly Learning Offer with coverage of all curriculum areas • Resources on Active Learn updated regularly • Monitoring of the use of Active Learn and Mathletics • Feedback to children via J2E and family via email where appropriate
LESSONS BY ZOOM - SUPPORT THE CLASS TEACHER	<ul style="list-style-type: none"> • Support the 2 zoom lessons to take place each day (English & maths) • Support or facilitate the additional small group lesson daily • Support the weekly catch up PSHE lesson with class
PLANNING	<ul style="list-style-type: none"> • Be familiar with the planning for each lesson
ADDITIONAL CURRICULUM OFFER	<ul style="list-style-type: none"> • Monday & Friday Assembly to take place on Line
CONTINUING PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • EDUCARE / NOS / TNC online training offer • Attend directed CPD courses or complete

	<p>online training and complete school based evaluation</p> <ul style="list-style-type: none"> ▪ Staff Meetings / YTM – will take place at the same time and full attendance expected. ▪ Keep in regular contact with class teacher and YTL
GENERAL ORGANISATION	<ul style="list-style-type: none"> ▪ Deadlines to be adhered to ▪ Sickness and absence policy to be followed. ▪ Follow expectations in The Stonebridge School Remote Learning Offer. Contact the correct member of staff for support / help. ▪ Work from Home Record to be kept up to date and kept in the allocated folder centrally or emailed to HT/ DH weekly. ▪ Fulfil the same tasks and your job description to the fullest – At home or at work
WORK FROM SCHOOL TASKS	<ul style="list-style-type: none"> ▪ Follow working hours unless has been altered and communicated to you ▪ Fulfil the same tasks and your job description to the fullest ▪ Support members of staff in their trying to deliver the same service with reduced capacity and range of challenges. Be adaptable. ▪ Facilitate and support the home learning offer to groups of children ▪ Ensure technology is available for children to access the online learning offer. ▪ Deliver support of learning ▪ Ensure all communication is conducted in a timely manner ▪ Ensure that the site is safe and all COVID-secure steps outlined in the COVID-19 RA are followed closely. ▪ Report any concerns: <ul style="list-style-type: none"> o of a safeguarding nature to the DSL/ DDSL o in relation to the site to the site team o in relation to an admin nature to the admin team o in relation to ICT and technology to the ICT team

APPENDIX 3 – HOME LEARNING OFFER FOR A SELF-ISOLATING PUPIL

The following outlines the tasks that will be offered to a pupil who needs to self-isolate. The content of The Stonebridge School Remote Learning Policy must also be referred to. This offer will be monitored by the SST and involves the involvement of several members of staff who have different roles.

<p>INFORMATION SHARING</p>	<ul style="list-style-type: none"> ▪ Office to inform key staff when informed that a pupil is self-isolating on the first day ▪ Email to be sent to Class Teacher, Deputy Heads & Head Teacher ▪ Deputy Head for Teaching & Learning to ensure Class teacher is supporting the pupil as outlined in the expectation ▪ Information in relation to the self-isolation to be entered into the register and dates of start and end included. COVID-19 code to be used. ▪ Information must be shared verbally with HT and the email sent by lunchtime.
<p>HOME LEARNING OFFER UPDATED</p>	<ul style="list-style-type: none"> ▪ The online home learning offer which reflects the curriculum offer for the week to be on the school website by Monday morning – Class Teacher / LATA ▪ Deputy Head (?) to monitor this offer is in place every week
<p>PASTORAL CARE</p>	<ul style="list-style-type: none"> ▪ Deputy Head (PPG) to ensure a food parcel is prepared and delivered to or collected by family of a pupil eligible for FSM ▪ Deputy Head (leading on curriculum development) to check needs re technological access and liaise accordingly with the ICT team
<p>CONTACT</p>	<ul style="list-style-type: none"> ▪ Class Teacher to give feedback to the remote learning offer on a regular basis ▪ Class Teacher to ensure at least 2 phone calls are made each week (CT / LATA) ▪ Zoom contact offered and facilitated by LATA or Teacher

10 TOP TIPS

REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a 'mock classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



8) Don't share passwords or other sensitive information

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.





APPENDIX 5

GOLDEN RULES FOR REMOTE / ONLINE LEARNING

These 5 Golden Rules for Children, Parents & Teachers will help our pupils get the most from their remote / online learning:

CHILDREN:

1. Dress appropriately – fully dressed, no nightwear or vests
2. Sit in a place where you feel comfortable and can work properly.
 - a. Have a plain background
 - b. A quiet place in your house. - not the bathroom
 - c. Ask an adult to look after younger members of the family
3. Have the right equipment, pen, paper books
4. Logon in good time make sure an adult is nearby
5. Enjoy and practice what you have learnt

PARENTS:

1. Ensure that your child is dressed appropriately
2. That you ensure that your child 'attends'
 - a. Please let the teacher know that there is an adult available (wave at the camera at the beginning of the lesson)
 - b. Make sure the background is appropriate – preferably a plain background
 - c. That the space is a quiet as is possible
3. Is your child ready? Do they have the right equipment to avoid disruption to the lesson?
4. Punctuality is important just as it is when attending school. There is a limited time for online lessons so children must be ready for learning and login on time (5 minutes before is best)
5. Talk through the learning with your child. They will remember more if they talk it through. Make sure that they complete any follow up learning ready for the next day.

TEACHERS:

1. Make sure you are ready and presentable for the lesson.
2. Keep a register of attendance. Children should have their cameras on
 - a. Check that there is an adult present. They should be seen at the beginning of the lesson
 - b. Ask children to mute their mike unless they need to ask a question. (to minimise the background noise)
 - c. Ensure that the background is appropriate as a plain as possible and you are visible.
 - d. Minimise background noise
3. Recap the previous lesson. Children should have submitted the learning on J2E or have a hard copy in front of them.
4. Give children an opportunity to practice and ask questions
5. Motivate the children to continue their learning so that any loss of learning is minimised.